



LEVEL III CHECKLIST - ALL TEAMS

FALL 2005

INST	Rice University	TEAM NAME	HPN
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The Level III Checklist is to be completed, attached, and submitted with the Final Technical Report.

LEVEL III REQUIREMENT CHECKLIST	
The Final Technical Report submitted . . .	Completed / Date / Notes
<ul style="list-style-type: none"> ▪ Follows report writing guidelines <ul style="list-style-type: none"> - <input checked="" type="checkbox"/> Typed, double-spaced, bound, no pg limit - <input checked="" type="checkbox"/> Avoids writing in first-person - <input checked="" type="checkbox"/> Spell-checked - <input checked="" type="checkbox"/> Grammar / punctuation checked 	<input checked="" type="checkbox"/> 11/17/05
<ul style="list-style-type: none"> ▪ Includes the following report sections: <ul style="list-style-type: none"> - <input checked="" type="checkbox"/> Cover Stock back and front - <input checked="" type="checkbox"/> Edges are bound [spiral, tape, etc] - <input checked="" type="checkbox"/> Cover Page - <input type="checkbox"/> Acknowledgements [optional] - <input checked="" type="checkbox"/> Table of Contents - <input checked="" type="checkbox"/> List of Figures - <input checked="" type="checkbox"/> Abstract or Introduction - <input checked="" type="checkbox"/> Sponsor / Research Group Identification - <input checked="" type="checkbox"/> Collaborative Efforts - <input checked="" type="checkbox"/> Team Identification / Members Profile - <input checked="" type="checkbox"/> Topic Background Information - <input checked="" type="checkbox"/> Design Objective - <input checked="" type="checkbox"/> Project Requirements & Restraints - <input checked="" type="checkbox"/> Design Plan /Methodology - <input checked="" type="checkbox"/> Final Design Concept - <input checked="" type="checkbox"/> Tests and Conclusions - <input checked="" type="checkbox"/> Drawings and Schematics - <input checked="" type="checkbox"/> Project Timeline - <input checked="" type="checkbox"/> Conclusion - <input checked="" type="checkbox"/> Reference / Bibliography 	<input checked="" type="checkbox"/> 11/17/05
<ul style="list-style-type: none"> ▪ Appendices <ul style="list-style-type: none"> - <input type="checkbox"/> Trip Report [this period] - <input checked="" type="checkbox"/> Budget Report [this period / total] - <input type="checkbox"/> Sem II Bonus Appl [if applicable] - <input checked="" type="checkbox"/> Project Photos - <input type="checkbox"/> Program Evaluation all team mbrs - <input checked="" type="checkbox"/> Option Area Repts I <input checked="" type="checkbox"/> II <input type="checkbox"/> III <input checked="" type="checkbox"/> IV <input type="checkbox"/> - <input type="checkbox"/> Other: 	
<ul style="list-style-type: none"> ▪ Copy to: <ul style="list-style-type: none"> - <input checked="" type="checkbox"/> TSGC [1 bound copy, 1 emailed copy] - <input checked="" type="checkbox"/> Advisor [1] - <input checked="" type="checkbox"/> Mentor [1 - bound] 	<input checked="" type="checkbox"/> 11/17/05
Notes:	